

Statement of Deficiencies

5305-H: Children's Daily Attendance

Not Met

Findings/Corrections

5305.H. The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as each class room is not recording all information in a timely manner. THE TIME OF RELEASE IS NOT ALWAYS RECORDED. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out. FIRST AND LAST NAME IS NOT ALWAYS RECORDED FOR THE THIRD PARTY RELEASE.

If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. STAFF ARE NOT SIGNING THEIR NAMES WHEN PLACING THE NAME OF THE PARENT/GUARDIAN.

5307-A.2: Emergency Medical Treatment

Not Met

Findings/Corrections

5307.A.2. Children's records reviewed did not contain parental authorization to secure emergency medical treatment. NOT ALL MASTER CARDS REVIEWED HAD THE SIGNATURES OF THE PARENT.

5307-A.3: Third Party Release

Not Met

Findings/Corrections

5307.A.3. Children's records reviewed did not contain signed agreements between the Provider and the parent for each child giving permission to release the child to a third party listed by the parent including the non-custodial parent, or any other child care facilities, transportation services. IT IS FURTHER NOTED THAT CHILDREN ARE BEING RELEASED ON THE CENTER BUS TO PERSONS NOT LISTED ON THE MASTER CARD.

5307-A.4: Transportation Permission

Not Met

Findings/Corrections

5307.A.4. Children's records reviewed did not contain signed agreements between the Provider and the parent to transport children. The authorization for daily trip shall include the name of the child, type of service (i.e., to and from home, to and from school), parent's signature and date.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for [1] staff, HIRED 2/04

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for [1] staff. HIRED 2/04, Documentation of submission **WAS**] available. Provider shall request this clearance prior to the employment of any center staff.

5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. Orientation training did not include documentation of the 4 days supervised work with children for the following [3] staff, a staff hired 2/04, 11/03 and 8/03

Statement of Deficiencies

5312-C: Annual Review

Not Met

Findings/Corrections

No Documentation-Annual Review 5312.C. Provider lacked documentation that [8] staff have annually reviewed the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

5327-O: Fire Drills

Not Met

Findings/Corrections

5327.O. **CANNOT VERIFY AS TIME OF DRILL IS NOT RECORDED.**The Provider did not have documentation that fire drills were conducted at various times of the day and night (if nighttime care is provided). **** Monthly fire drill documentation did not contain the following information: [time of drill, number of children present or any area for problems or correction if applicable]. Complete documentation includes: date and time of drill; number of children present; amount of time to evacuate the center; problems noted during drill corrections noted; and signatures (no initials) of staff present.

5333-F: Vehicles Visual Check

Not Met

Findings/Corrections

5333.F. The Provider's documentation of the vehicle check was incomplete and did not include the [TIME OF VISUAL CHECK]. Complete documentation includes the signature of the person conducting the visual check and the time the vehicle was checked for each loading and unloading of children.

5335-F: Visual Check of Vehicle

Not Met

Findings/Corrections

5335.F. Documentation of the visual check of the vehicle was incomplete as it did not include the [TIME]. Complete documentation includes signature of the person conducting the check and the time the vehicle was checked.